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CONTRACT AWARD FOR SECURITY SERVICES

The Finance and Administration Committee recommends the adoption of the recommendations contained in the following report, March 10, 2008, from the Commissioner of Corporate Services:

1. RECOMMENDATIONS

It is recommended that:

1. Proposal No. P-07-67 for the provision of Security Services at the Administrative Centre, 17250 Yonge Street, Newmarket, South Services Centre, 50 High Tech Road, Richmond Hill and the Transportation & Works Operations Centre, 90 Bales Drive, East Gwillimbury, be awarded to Intercon Security Limited for a three-year period (one initial year and two (2) optional one-year extensions) beginning June 1, 2008, at an estimated total cost of \$2,165,728.05, subject to the terms outlined herein.
2. The Chair and the Regional Clerk be authorized to award the contract for the initial year.
3. The Chief Administrative Officer and Commissioner, Corporate Services be delegated the authority to extend the contract up to two (2) optional one-year extensions, subject to satisfactory performance of the company during the period.
4. The Director of Supplies and Services be authorized to issue the purchase order.

2. PURPOSE

This report is to obtain Regional Council's approval to award the contract for security services to Intercon Security Limited for a three-year period.

3. BACKGROUND

The security service retained by the Region is designed to protect persons and property, maintain order and generally promote good relationships amongst and between residents, the taxpayers and Regional employees.

Primary Locations for Security Services

The Regional Municipality of York invited proposals for Security Services for the Administrative Centre located at 17250 Yonge Street in Newmarket, 50 High Tech Road in Richmond Hill and 90 Bales Drive in East Gwillimbury.

The successful proponent will provide security, limited building and parking services to all sections of the Administration Centre.

The South Services Centre is located at 50 High Tech Road (Yonge Street and Highway 7 area) in Richmond Hill. The facility accommodates 350 staff over 110,000 square feet with four different departments including Courts Administration.

The Transportation and Works Operations Centre is located at 90 Bales Drive in East Gwillimbury (Woodbine Avenue and Davis Drive). This is a two storey office facility which is approximately 95,000 sq. ft. It accommodates both Transportation Services and York Regional Police Services.

Corporate Wide Services

Security personnel centrally provide a number of corporate-wide services, including data programming of security card access systems, specialized photo identification, key control and special event support. In such settings, strict but diplomatic enforcement of security is required by the Security personnel.

4. ANALYSIS AND OPTIONS

Request for Proposals Issued

The Request for Proposal (RFP) for the provision of security services at these three locations was issued and vendors were notified through the placement of advertisements in newspapers and via the Electronic Tendering Network. Forty-two (42) proponents obtained the RFP, and five (5) submitted bids.

The following two (2) proposals were received, but rejected for non-compliance with the terms and conditions of the RFP:

- Intelligarde International Inc.
- Securitas Canada Limited

The proposals were evaluated by a review team utilizing the standard proposal evaluation form, modified to suit specific requirements. The team was comprised of staff from the Supplies and Services Branch and the Property Services Branch. The criteria used in the evaluation was divided 80/20 between qualifications and price respectively.

Evaluation Criteria

All candidates were evaluated against a standard list of criteria such as experience, staffing plans, training programs and mobile response capabilities.

The Results

Table 1 provides an evaluation summary by Bidder.

Table 1
Evaluation of Summary by Bidder

<u><i>Name of Company</i></u>	<u><i>Technical Score(%)</i></u>	<u><i>Total Score(%)</i></u>	<u><i>Annual Price</i></u>	<u><i>\$/Technical Point</i></u>
<i>Intercon Security Ltd.</i>	69.8	88.7	\$721,909.35	\$10,342.54
G4S Security Services Ltd.	64.3	84.3	\$683,364.69	\$10,627.75
Primary Response Inc.	49.0	68.7	\$693,636.44	-
Securitas Canada Ltd.	41.0	Not Opened	-	-
Intelligarde International Inc.	35.0	Not Opened	-	-

The proposals were evaluated using a two envelope system where the technical and financial information are received in separate sealed envelopes. Proponents were required to achieve a minimum technical score of 48 points out of a possible 80 points in order to qualify their financial proposal. Two Proponents did not meet the minimum technical score (as noted in the matrix above).

The evaluation committee is recommending that this project be awarded to the Proponent with the highest total weighted score with lowest total cost per technical point as per By-law No. A-0353(a)-2006-063 (a)-2006-063 (where two or more bidders are within 5 points of the highest overall score, a dollar cost per technical point methodology shall be applied to determine the bidder to whom the contract shall be awarded).

Supplies and Services Branch has confirmed that the proposals were accurate and complied with standard procedures.

Intercon's extensive experience and comprehensive understanding of the Region's Security requirements is clearly demonstrated by the Total Weighted score.

5. FINANCIAL IMPLICATIONS

The total cost of this contract is \$721,909.35 annually and \$2,165,728.05 over three years. The cost for the proposed security services has been included in the proposed 2008 Property Services operating budget.

The contract would therefore be extended to the current firm but at a lower cost per annum than the current price.

6. LOCAL MUNICIPAL IMPACT

There are no local impacts associated with this proposal.

7. CONCLUSION

The proposal submitted by Intercon Security Limited for the provision of security services at the Administrative Centre, South Services Centre and Transportation & Works Operations Centre was evaluated by the selection team as best meeting all Regional criteria outlined in the RFP. Re-alignment of resources and services have created efficiencies resulting in improved customer service at a significantly reduced cost.

For more information on this report, please contact Barry Crowe, Director of Property Services at Extension 1684.

The Senior Management Group has reviewed this report.